

ADMINISTRATIVE SUPPORT REGISTER
Temporary - Seasonal Elections Worker
ADMINISTRATIVE OFFICE ASSISTANT, ADMINISTRATIVE SPECIALIST I & II
King County Elections Office
Hourly Rate Range \$12.44 - \$15.04
Job Announcement No.: 03ES3503
OPEN: 06/11/03 CLOSE: Open Continuous

This recruitment will create a list of competitive candidates to fill short-term (not to exceed 910-hour temporary assignments that may occur throughout the year.

WHO MAY APPLY: This register is open to all applicants who meet the minimum requirements.

WHERE TO APPLY: Required forms and materials **must** be sent to: **King County Human Resources Division, 500 4th Ave, Room 450, Seattle, WA 98104.**

FORMS AND MATERIALS REQUIRED: A [King County Application & Data Sheet](#) and a completed **Skills Inventory Form** are required.

WORK LOCATION: Locations vary, but may include: King County Administration Bldg., 500 4th Ave.; Mail Ballot Operations Satellite, 3901 1st Ave S.; Election Distribution Center, 1201 East Fir.

WORK SCHEDULE: Monday through Friday; may include Saturday, Sunday and/or some evenings depending on the size of the election. Work durations vary from a few days to a couple months or more depending on the election and the volume of activity.

PRIMARY JOB DUTIES INCLUDE: These seasonal positions perform a variety of duties necessary to support the administration of public elections in King County. Specific job functions may vary based on the needs of the Elections Section at the time of hiring. Duties include but are not limited to:

- Staff seasonal phone banks - answer incoming calls, provide basic election information, look up voter information using a personal computer;
- Process incoming voter registration requests - search for matching records, enter voter information and initiate voter registration card issuance;
- Prepare materials for election day distribution - data entry, outgoing mail ballot insertion, polling place supply bags, etc.;
- Process incoming mail ballots including signature verification, envelope opening, ballot inspection, and tabulation;
- Other duties as may be assigned.

QUALIFICATIONS: The most competitive applicants will have skills and experience in one or more of the following:

- General office principles and practices;
- Perform data entry with accuracy and speed;
- Possess computer skills including Microsoft Word and Excel,
- Possess skills in handling a multi-line telephone system, TTY machine, fax machine, copier, label maker, and printer; and skills in filing and record keeping;
- Excellent oral and written communication skills including the ability to communicate in a pleasant, non-judgmental, respectful, culturally sensitive manner under varying circumstances;
- Work independently and/or as part of a team;
- Ability to gain functional knowledge of elections terminology;
- Ability to prioritize and complete multiple tasks simultaneously.

DESIRABLE SKILLS: Speak, read and write fluently in a non-English language.

NECESSARY SPECIAL REQUIREMENTS: Candidates will be placed on a register based on their level of skills and experience. Candidates placed in higher-level office support positions will be required to take a skills assessment which will include **Alpha Filing, Numeric Filing, Basic Math, Data Entry, Basic Word and Excel. Not all positions require proficiency in every category.** Successful applicants will be placed on a list and notified as to the status of their application and may be contacted by Elections staff for an interview as positions become available.

UNION MEMBERSHIP: Positions in this classification are represented by Teamsters Local 117.

Class Code: 4290100; 4201100; 4201200

SKILLS INVENTORY: Elections Seasonal Worker Hiring Pool APPLICANT NAME _____

The purpose of this questionnaire is to provide additional information about your specific skills. ***NO INDIVIDUAL CANDIDATE IS EXPECTED TO POSSESS ALL OR EVEN A MAJORITY OF THESE SKILLS.*** Your application is of interest to us if you have experience in only a few.

Indicate your experience with the following skills by entering the code for your experience level. Briefly describe the nature of your experience (for example, "previous election work" "performed on previous job as a ...") for Extensive and Moderate categories.

Experience level codes: E = Extensive (2+ years); M = Moderate (1-2 years); L = Limited (less than 1 year); blank = none.

| Skill/Experience Category | Exp Level | Nature of Experience |
|---|-----------|---|
| <i>Example: Signature Verification</i> | <i>E</i> | <i>Performed as an election worker in KC for the 2002 Primary election.</i> |
| | | |
| Drive a truck or small cargo van to deliver or pick up supplies | | |
| Read and follow a road map to unfamiliar destinations | | |
| Prepare Optical Scan voting/tabulation equipment for use | | |
| Load and unload equipment, lifting up to 50 pounds; use a hand truck | | |
| Stage equipment and supplies for distribution | | |
| Filing - alphabetic and numeric | | |
| Process voter registration information | | |
| Data entry into a mainframe-based format | | |
| Data entry into a Windows-based format | | |
| Answer a large volume of incoming customer calls | | |
| Worked with federal and state elections laws in any capacity | | |
| Lead a small team in a production-oriented environment | | |
| Interact with an automated phone-based information line | | |
| Use MS Word, Excel, Outlook and Access | | |
| Absentee ballot opening - open envelopes and remove ballots | | |
| Absentee ballot tabulation - stack paper ballots into feeding devices, monitor equipment. | | |
| Alternative Language Skills (read and/or write in Chinese, Spanish, etc.) | | |
| Electronic Signature Verification - compare written signature to signature on computer screen | | |

